

YOUTH SERVICES POLICY

Title: Tool Control Program	Type: C. Field Operations
Next Annual Review Date: 02/27/2013	Sub Type: 2. Security
	Number: C.2.14
	Page 1 of 13
References: ACA Standards 4-JCF-2A-20; 4-JCF-2A-25; 4JCF-4B-05; 4-JCF-4C-61 (Performance-Based Standards for Juvenile Correctional Facilities); CJCA Performance-Based Standards, SeEP9; SeEP10; SeP6; SeP7; Division of Administration, Office of Risk Management, Loss Prevention Manual; and YS Policy C.5.3 "Quality Assurance Reviews – Central Office Audits, Secure Facilities and Regional Offices"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 02/27/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish an effective Tool Control Program which ensures that all tools, including culinary, medical, and vocational, stored and used within a secure care facility are used in a safe, economical, and secure manner; to provide necessary supervision over tools; and to establish accountability and responsibility for issue, storage, receipt, and disposal of tools.

III. APPLICABILITY:

The Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, DAS/Facilities, CO Food Services Director, CO Medical Director, CO Director of Education, Facility Directors, contract providers, and vendors.

Facility Directors are responsible for ensuring that all necessary procedures are in place to comply with the contents of the policy.

Facility Directors are also responsible for providing advance notification to all vendors / contractors of the new processes included herein in Sections XVIII and XIX.

IV. DEFINITIONS:

Culinary Equipment – Equipment/tools used in the preparation of food, as designated by the Food Services Supervisor and the Facility Director, excluding food service trays, pots, pans, and other large items.

Marker – Durable tags that identify when tools are drawn from the Tool Control Room. When tools are checked out from the Tool Control Room a marker is placed on the hook in lieu of the tool to indicate that the tool is drawn, on loan, being repaired, etc. Temporary or paper tags are not acceptable for this purpose.

Medical Equipment – Permanent and disposable equipment/tools used in the performance of medical assessments, exams, and treatment.

Tool – A hand-held implement, such as a hammer, saw, or drill, used to accomplish work. The cutting parts of a machine, such as a lathe, used for cutting and shaping mechanical parts.

Tool Control Officer - The staff member designated by the Facility Director to be responsible for tool classification, auditing tool inventories, marking tools for identification purposes, and monitoring the security of tools. This staff member has the responsibility of maintaining, organizing and monitoring the facility's Tool Control Program to increase the effectiveness of accountability. The primary goal of the Tool Control Officer is to provide and control an efficient system for tools that will foster a safe and secure environment for all staff and youth.

Unusual Occurrence Report (UOR) – A written report submitted by staff prior to the end of duty detailing any unusual circumstances involving tools as outlined by this policy.

Work Area – A room inside a building or structure, or an outside area or other defined space in the workplace, where tools are stored or used, and where employees are present during the course of their daily work assignments.

Work Area Supervisor – The staff member responsible for the daily operations and management of the work area, including, but not limited to: Maintenance, Food Services Manager or Supervisor, Director of Nursing, Vocational Instructor, Principal, etc. This staff member shares the responsibility for the day-to-day operations of the Tool Control Program.

V. POLICY:

Facility Directors shall establish and maintain an effective Tool Control Program that ensures all tools, utensils, and medical equipment are positively controlled during use and storage. This shall be accomplished by maintaining a systematic method of inventory and review. Facility Directors shall ensure that facility tools are managed and controlled to ensure accountability and prevent misuse, that tools are used for the purpose intended, and that staff and youth are instructed in the proper use of the tool, as applicable to the situation.

VI. PROCEDURES:

- A. The Facility Director shall designate a staff member as the Tool Control Officer responsible for the classification of tools, reviewing tool inventories, marking tools for identification purposes, and monitoring the security of all tools.
- B. The Tool Control Officer, in cooperation with the work area supervisors, shall establish tool inventories for each work area within the facility. Work area supervisors shall maintain, and account for, all tools, culinary equipment, and medical equipment within their work area.
- C. The Tool Control Officer shall maintain a master inventory of all tools by work area. The master inventory shall be dated, and utilized when conducting the quarterly reviews. Upon completion of the quarterly review, the master inventory shall be updated and/or revised as needed.
- D. Each quarter, (July, October, January, and April), a complete review shall be conducted of all tools, culinary equipment, and medical equipment. The Facility Director may assign someone to assist the Tool Control Officer with this function. The review shall include at a minimum:
 - 1. verification of all tools according to master inventory;
 - 2. tool markings;
 - 3. proper storage of tools;
 - 4. daily check-in and check-out procedures; and
 - 5. evaluation of adherence to policy and procedure.
- E. The master tool inventory shall be adjusted as necessary to reflect review findings.
- F. A written report shall be provided to the Facility Director and work area supervisor detailing the review findings. Corrective action shall be documented, and immediately initiated, as needed.

VII. TOOL CLASSIFICATION:

All tools, utensils, and medical instruments shall be classified in accordance with the perceived hazard presented.

Tools are classified in order to allow staff to effectively supervise all tools without overly restricting the use of non-critical items. All heavy equipment, machinery, and other items which are securely fixed in place are not classified as tools. Removable parts for this type of equipment however, shall be classified as tools, and accounted for in the same manner as any other tools.

For the purposes of this policy, culinary equipment and medical equipment shall not be considered tools. Culinary equipment and medical equipment shall be inventoried, stored, and secured in accordance with the guidelines outlined in Sections XVI and XVII of this policy.

- A. The Facility Director and the Tool Control Officer shall determine each tool's classification requirements. While it is difficult to classify every specific tool used at the facility, tools shall be divided into a minimum of two categories:

Class A (Restricted): Class A tools include any tool which could be used in an escape or attempted escape. These tools could be used to manufacture or secure weapons capable of bodily harm. Class A tools require direct staff supervision at all times during use, and if removed from the work area must be returned to their designated storage area each day after use.

Class B (Non-Restricted): Class B tools are non-hazardous to youth and/or staff, and require minimal staff supervision regardless of the location of use. Class B tools removed from the work area must be returned to their designated storage area each day after use.

- B. Tools should never change classification. The classification of a tool determines the degree of staff control needed over the use of that piece of equipment. However, it must not be assumed that a particular tool, by virtue of its classification as non-hazardous, does not represent a risk to security or personal safety. Each and every tool must be considered as potentially hazardous and treated accordingly.
- C. Youth shall not be allowed to use tools or equipment without documented training from the appropriate work area supervisor. Work area supervisors who assign tools or equipment to a youth, are responsible for certifying that the youth can properly use the tool or equipment assigned. Work area supervisors shall also ensure that the youth is assigned and uses any personal protective equipment that may be required. Documented youth training shall be maintained by the work area supervisor.

VIII. TOOL IDENTIFICATION:

- A. All tools shall be permanently marked for identification purposes with an etching tool, labeled, or steel-stamped with a code, identifying the department, individual shop, or work area to which the tool is assigned, as well as having a sequential tool number, easily identified on inventories and check-out logs. Each tool shall have its own unique tool identification number.

- B. Very small or fragile tools may be exempt from marking. Tools that cannot be marked without damage, such as some micrometers, and small drill bits, shall be inventoried and maintained in locked storage when not in use.
- C. The tool classification system must allow for the identification of the ownership of the tool if it is found during a search, or in an unauthorized location.

IX. TOOL STORAGE:

- A. Each facility shall maintain a locked tool control room in the Maintenance Department which shall contain individual locked tool cabinets assigned by department, individual staff, or work area.

Exceptions include the tools for Medical, Food Services and Vocational Trades. Any tool not assigned to one of these areas must have written approval of the Tool Control Officer to be maintained outside the established tool control areas.

Written authorization shall also be obtained from the Tool Control Officer if it is necessary to keep a Class A tool checked out after normal business hours. Tools must always be kept in a secure location when not actually in use. The Tool Control Officer shall ensure that each tool location contains a copy of the master inventory, as applicable to the work area.

- B. Class A tools, regardless of type or location, shall be stored separately from Class B tools, under double lock and key. All tool control areas shall remain locked at all times when staff is not physically present.
- C. Tools that can be adapted to suspension from a rack, hook, or peg, shall be displayed on a shadow board. Each tool shall have its own silhouette that closely mimics the outline of the tool so that quick inspection of the board shall reveal any missing tools.
- D. Tools not adaptable to shadow boards shall be stored in locked drawers, cabinets, or chests, and secured in a designated tool area as determined by the Tool Control Officer. Ladders over four feet tall, and all electric and battery powered tools not adaptable for shadow boards, must be stored in a secure location. The Tool Control Officer shall maintain an inventory in the area where all of these tools are stored.

- E. Tool carts and tool boxes are an effective means of controlling tools that must be transported to work sites. Tool carts and tool boxes shall be picked up in the morning and returned at the end of the day with appropriate accountability being maintained by the employee checking out the tools. A complete inventory of everything shall accompany the cart or tool box, so that staff can quickly identify that all items are accounted for. A copy of this inventory shall remain in the tool cabinet until the items are returned. The same principle shall apply to tool belts or pouches checked out of the tool room.
- F. Only the required amount of tools shall be maintained in each work area. Tools in excess of daily needs shall be transferred to the Tool Control Officer, who shall store the tool in a safe and secure manner prior to disposal or reassignment.
- G. When a tool is permanently removed from the master inventory and not replaced, the corresponding silhouette shall immediately be removed from the shadow board by the Tool Control Officer.
- H. All tools shall be securely stored within the assigned work area. Only designated facility staff shall have access to tool areas. Unsupervised youth shall not be permitted to work in, or be allowed access to, areas used for the storage of tools.

X. TOOL ISSUE:

- A. Work area supervisors shall be responsible for all tools assigned to their work area.
- B. When a tool is issued from the Tool Control Room or assigned tool cabinets, the receiving employee shall document in the Tool Control Log Book the following:
 - 1. date;
 - 2. employee name;
 - 3. tool identification number;
 - 4. tool description;
 - 5. time tool checked out; and
 - 6. employee initials.

When the tools are returned, the employee shall document in the Tool Control Log Book the following:

- 1. time returned: and
- 2. employee initials.

- C. All tools, regardless of classification, shall be returned to their assigned secure storage area at the end of each work day.
- D. The work area supervisor shall visually inspect all of the shadow boards, and review the individual log books, prior to the end of duty to ensure that all tools have been returned and documented appropriately.
- E. Staff authorized to enter the tool control areas to obtain tools after regular business hours, shall ensure that the tools are checked out using the Tool Control Log Book, and that they are returned to their original location immediately after use, and accounted for prior to the end of duty. The work area supervisor shall verbally report immediately to the Facility Director and Tool Control Officer any tools checked out after hours that were not appropriately returned. The verbal report shall be followed with a written UOR outlining the details of the missing tool.
- F. When tools are drawn from the Tool Control Room, the work area supervisor shall place a marker indicating that the tool has been drawn, pulled for repair purposes, out on loan, etc. The tool shall be logged out in the Tool Control Log until logged back in and returned to the shadow board.

XI. TOOL ACCOUNTABILITY AND INVENTORY:

- A. At a minimum, all areas that maintain tools shall verify, and account for, all tools at the beginning and end of each shift.
- B. The Tool Control Officer shall maintain a complete master inventory of all tools and their locations. Each tool storage area shall have an inventory of all tools assigned to that area, and the inventory shall remain with the tools at all times. The inventory shall be current and readily available for tool inventory, daily tool accountability, dated and signed by the Tool Control Officer, or the assigned work area supervisor as applicable to the location, and at a minimum, contain the following information:
 - 1. classification of tool;
 - 2. tool number;
 - 3. quantity;
 - 4. size; and
 - 5. a brief description of tool.

- C. Each Facility Director shall establish procedures for tool control that includes documented tool inspections as outlined below:
 - 1. Daily supervisory checks (Daily Inventory) of all assigned tools, in each tool storage area;
 - 2. An established weekly schedule (Weekly Tool Report) for the physical inventory of all tool storage areas, to include a written report submitted to the Tool Control Officer; and
 - 3. Monthly tool inspection (Monthly Building Inspection Report) conducted by the facility's Safety Officer, in each tool storage area.
- D. Each quarter, the Tool Control Officer shall conduct a complete review of all tools as outlined in Section VI. D – F.

XII. VOCATIONAL CLASSES:

All vocational teachers who utilize tools in their classes shall inventory tools at each class change to ensure tools are accounted for at all times. Any discrepancy in the inventory or missing tools shall be verbally reported immediately to the Shift Supervisor, Principal, Tool Control Officer, and Facility Director. Procedures for sealing off the area and conducting thorough searches of all youth shall be followed. If the tool is not located, all facility movement shall cease immediately. The facility's Tool Report Form and a UOR shall be completed prior to the end of the employee's tour of duty.

XIII. LOST TOOLS:

In the event a tool is lost or missing, Facility Directors shall establish written procedures in accordance with the following guidelines.

- 1. Missing or lost tools shall immediately be verbally reported to supervisory staff, e.g., the shift supervisor, Tool Control Officer and Facility Director.
- 2. A written report (UOR and facility's Lost Tool Report) describing the tool and circumstances of loss shall be submitted before the end of the shift, with copies forwarded to the appropriate supervisors and Tool Control Officer, who shall maintain the documentation until the tool is found.
- 3. A time period, not to exceed three months, will accrue before a missing tool is removed from the master inventory.
- 4. Any youth with access to the lost or missing tools shall be detained at the location pending a thorough search. The Facility Director shall make a determination about the security measures to be taken after a tool is lost. All facility movement shall cease immediately.

5. Replacement tools shall be assigned a new number, with the master inventory adjusted accordingly.
6. A list of lost tools shall be maintained by the Tool Control Officer, against which confiscated or contraband tools shall be cross-referenced.
7. Recovered identifiable and serviceable tools shall be forwarded to the Tool Control Officer, with written notice to the Facility Director.
8. Recovered tools, already replaced, shall be secured in storage. Unserviceable tools shall be destroyed according to the facility's Standard Operating Procedure. The destruction of a found tool shall be documented on the facility's Lost Tool Report.

XIV. TOOL EXCHANGE:

When a work area supervisor requests a replacement tool because a tool has become unserviceable, worn out, or broken, there is no need for changes in the master inventory. The new tool shall be numbered the same as the replacement tool.

The work area supervisor shall complete the facility's Broken Tool Report and forward it to the Tool Control Officer and Facility Director. Upon receiving the replacement tool, the work area supervisor shall contact the Tool Control Officer for tool replacement.

If a tool is to be replaced due to breakage or is worn out, the tool shall remain in its assigned location, and the replacement ordered. When the replacement tool arrives, the Tool Control Officer shall be notified and the tool shall be replaced at that time. The Tool Control Officer shall receive the broken tool, and assure that the same tool number is stamped on the replacement tool, and dispose of the broken tool.

XV. PROCUREMENT OF TOOLS:

The Tool Control Officer shall pre-approve all facility tool orders and deliveries, and be notified by the Business Office and/or Warehouse regarding the receipt of any new tools.

The Tool Control Officer shall be responsible for classifying tools, and ensuring tools are etched, or otherwise marked. Tools shall not be distributed or used by work area supervisors until they are properly marked and classified by the Tool Control Officer. Master tool inventories shall be adjusted to reflect the receipt of new tools.

If staff must purchase tools without prior approval of the Tool Control Officer due to emergency situations, they must report the purchases to the Tool Control Officer by the next working day.

XVI. FOOD SERVICE TOOLS:

- A. Facility Directors, in collaboration with the Food Service Managers, shall establish culinary tool safety and management in accordance with the procedures outlined in this policy:
 - 1. All food service tools must be classified.
 - 2. Food Service tools including, but not limited to, knives, cleavers, ice picks, knife sharpeners, and meat saws, shall be stored on a shadow board in a securely anchored cabinet with an inventory list maintained with the tools at all times.
 - 3. All hazardous tools and knives shall be marked with the food service identification number, and knives shall be consecutively numbered to facilitate inventory.
 - 4. A documented log book system shall be used for tool issue, using at a minimum, the same format as outlined in Section X. B.
 - 5. Items such as extra cutting saw blades and knives shall be maintained in a secure storage area under the supervision of the Tool Control Officer, and issued as required. The minimum amount of tools to meet the daily needs shall be maintained in the Dining Hall.
 - 6. Eating utensils (sporks) issued to youth shall be accounted for with each meal and documented.
- B. Facility Directors, in collaboration with Food Service Managers, shall establish procedures for tool inventory and accountability before and after each shift.
- C. Established tool inventories must be signed by arriving and departing employees to verify tool accountability, initialed by the Food Service Manager and/or Supervisor, and maintained on file.
- D. Missing tools shall be reported in accordance with the procedural guidelines in Section XIV.
- E. Food items that may be misused, e.g., poppy seed, nutmeg, cayenne pepper, and fermentable items such as yeast, and uncooked bread dough, shall be maintained by a perpetual inventory, and controlled in a locked location.

- F. All Food Services equipment and tools shall be securely stored within the assigned work area. Only designated facility staff shall have access to culinary areas. Unsupervised youth shall not be permitted to work in, or be allowed access to, areas used for the storage of culinary tools.

XVII. MEDICAL TOOLS:

- A. Facility Directors, in collaboration with the contracted health care provider, shall establish medical/dental tool safety and equipment management in accordance with the procedures outlined in this policy:
 - 1. Medical staff shall have primary responsibility for the control of all medical equipment, needles, syringes, and controlled medications.
 - 2. Some medical tools may not be etched, or stamped, because of size however, they shall be maintained in a locked storage area or container with only the minimum amounts dispensed for daily use.
 - 3. Designated medical staff shall ensure that an accurate, daily inventory of all instruments such as scalpels, scissors, and other medicals tools, is maintained at all times.
 - 4. The ordering and receiving of all medical instruments, controlled medications, needles and syringes, shall be conducted through procedures that ensure that none of these items enter the facility without proper inventory and physical control.
 - 5. Each shift shall maintain a daily perpetual inventory of all current needles and syringes by size. When instruments are replenished from bulk supply, the inventory shall be adjusted accordingly.
 - 6. Inventory procedures for bulk supply shall include a documented joint monthly reconciliation of amounts by the Director of Nursing, and staff designated by the Facility Director.
 - 7. Used needles and syringes shall be placed in a secured, biohazard sharps container until properly disposed of in order to keep out of the possession of youth. The biohazard container shall be of the type that hands cannot enter the top of the container. The biohazard container shall be disposed of off-site, according to methods approved by the local health care authority.
 - 8. Narcotics and other controlled substances shall be stored, dispensed, and inventoried in compliance with state regulations.

- B. The Tool Control Officer, and designated medical staff, shall each maintain a current copy of the medical equipment inventory. The designated medical staff shall maintain a current copy of the inventory for one-time use items (e.g., needles).
- C. Only the minimum number of disposable syringes and needles shall be maintained for daily use. A daily perpetual inventory of all needles and syringes shall be maintained by health care staff. Any reserve stock of needles and syringes shall be inventoried and secured in a locked area by health care staff. Inventories shall be maintained on file.
- D. Missing tools shall be reported in accordance with the procedural guidelines in Section XIV.
- E. Only designated medical and facility staff shall have access to medical equipment storage areas. Unsupervised youth shall not be permitted to work in, or be allowed access to, areas used for the storage of medical equipment.

XVIII. CONTRACTORS/VENDORS:

The following procedures shall be adhered to for outside workers, including contractors and vendors:

- A. Verification of facility access shall be confirmed by the front-gate staff prior to entry.
- B. The front-gate staff shall advise the Tool Control Officer or designated maintenance staff to report to the front-gate.
- C. The front-gate staff shall ensure the individual has a valid driver's license.
- D. A written inventory of all tools, toolboxes, and related equipment shall be provided to the front-gate staff.
- E. The contractor/vendor shall be advised to pull off to the side of the front-gate prior to gaining access to the facility in order for the Tool Control Officer or designated maintenance staff to review and check the inventory list against the tools being brought into the facility.
- F. Upon verification of the inventory by the Tool Control Officer or designated maintenance staff, the contractor/vendor shall be escorted to the work site, where maintenance staff assigned by the Facility Director shall remain with the contractor/vendor to ensure that no tools are left behind, that activities are confined to the authorized area, and that the work is performed with proper security and safety precautions.
- G. Upon completion of the work / day, the Tool Control Officer or designated maintenance staff shall escort the contractor/vendor to the front-gate and verify the tool inventory with the original list provided prior to the contractor/vendor exiting the facility.

- H. The front-gate staff shall also perform the necessary vehicle check prior to the contractor/vendor exiting the facility.
- I. Both the Tool Control Officer or designated maintenance staff and the front-gate staff shall sign the front-gate log indicating that the contractor/vendor is clear to exit the facility, along with the date/time of exit.

XIX. LOST CONTRACTOR/VENDOR TOOLS

In the event a contractor/vendor tool is lost or missing, the Facility Director shall establish written procedures in accordance with the following guidelines:

- A. The Tool Control Officer or designated maintenance staff shall immediately verbally notify the Operations Shift Supervisor and the Facility Director.
- B. The IS office located on the facility grounds shall be contacted by Facility Director/designee in order to secure the immediate area in lieu of an investigation.
- C. The Facility Director shall immediately cease all facility movement while a search of the facility / area is conducted. Movement shall remain stopped until otherwise directed by the Facility Director.
- D. The contractor/vendor shall not be allowed to exit the facility grounds until approval is granted by the Facility Director.
- E. The Facility Director shall immediately verbally report the incident to the Deputy Assistant Secretary/Facilities.
- F. A written report (UOR and facility's Lost Tool Report) describing the tool and circumstances of loss shall be submitted before the end of the shift, with copies forwarded to the Operations Shift Supervisor, the Facility Director and the Deputy Assistant Secretary/Facilities.

XX. TRAINING REQUIREMENTS:

Facility Directors shall ensure that all current employees, including contract providers, receive training relative to the contents of the Tool Control Program. All new employees shall receive this training within 90 days of employment. Each facility's Tool Control Program is to be part of the annual in-service training curriculum.

XXI. QUALITY ASSURANCE:

YS Central Office Reviews shall be conducted in accordance with YS Policy No. C.5.3 "Quality Assurance Reviews – Central Office Audits, Secure Facilities and Regional Offices".

Previous Regulation/Policy Number: C.2.14

Previous Effective Date: 3/11/11

Attachments/References: